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## **1.1. Responsibilities**

The Document Database Librarian (DocDB Librarian) will be responsible for the following:

1. User and Management interface issues and feedback.
2. Proposing, deleting, maintaining topics, keywords and other metadata used for reports, querying and user access to the documents.
3. Validating and accessibility of meta-data and documents in database.
4. Testing new releases and installations of the document database.
5. Assisting users with questions and access needs

## **1.2. User Interface Issues**

The Librarian will maintain good communication and coordination with stakeholders, management and users to determine their needs, the goals of the Computing Division management, and issues with and bugs within the document database. These needs and issues then need to be conveyed to the database administrators.

The Librarian will initially sit with users as they access the documents to understand issues related to differences in platform, browsers and browser settings, as well as patterns of use and access.

The mail list [cdproj-docdb@fnal.gov](mailto:cdproj-docdb@fnal.gov) will initially be used.

## **1.3. Maintaining Metadata**

Once again, discussion with the stakeholders, management and users will be essential to determining Topics and Keywords. In addition, representatives from each will be asked to assist the Librarian in reviewing and suggesting Topics and Keywords. The Librarian will add authors, institutions and other metadata to the database.

## **1.4. Validating Data**

The Librarian will validate the data that is entered into the document database as follows:

- Regularly check to see that documents have recently been entered (See “Documents Modified in Last 7 Days, sign up for Email Notification).
- Check reports, document names and types, meeting agendas for sense and readability.
- Identify other documents that should be added to the database.

## **1.5. Testing New Releases and Installations**

The Librarian will assist the Administrator(s) by thoroughly testing and organizing broader user tests of new versions and installations of document databases, including:

- Examining the interface for usability issues.
- Making sure the interface displays items properly.
- Adding/deleting documents.
- Administering metadata.
- Searching the database.

The Librarian will also identify others to assist in testing and develop a checklist.

## **1.6.     *Assisting Users***

Assisting users with questions, developing a Frequently Asked Questions list and referring special cases, needs and issues to the Administrator(s) are all part of the Librarian's role.